

# FOR YOUR INFORMATION--JOB OPPORTUNITY

## SEASONAL LABORER

The City of Covington Personnel Office is accepting applications for seasonal laborers. Seasonal laborers will assist in the maintenance and repair of public property. Duties include, but are not limited to, cutting and trimming lawns; pruning trees and shrubs; cleaning up and removing litter; planting and watering trees; painting and repairing fences, gates, walls and walks; cleaning out drainage ditches, culverts and alleys; sharpening tools and making minor repairs on equipment; cleaning swimming pool facilities; and painting street markings and crosswalks.

Seasonal hiring begins March 2004. Work hours are generally 8:00 a.m. to 4:00 p.m., Monday through Friday. Rate of pay is \$8.50 per hour.

Minimum qualifications include the ability to apply common sense understanding to carry out simple one or two step instructions; the ability to lift and/or move up to 25 pounds on a regular basis; and the ability to work in outside weather conditions where the noise level in the work environment is usually loud. CURRENT VALID DRIVERS LICENSE IS MANDATORY.

Applications are available in the Personnel Office, 638 Madison Avenue, Room 430, Covington, KY 41011, between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday OR printed from our website: [www.covingtonky.com](http://www.covingtonky.com). Completed applications must be returned to the Personnel Office. Hiring of seasonal laborers will be on an as-needed basis.

The City of Covington fully and actively supports equal opportunity employment for qualified candidates regardless of race, religion, color, sex, age, national origin or disability.

***RACE AND NATIONAL ORIGIN IDENTIFICATION***  
(Please read Statement and Instructions before completing form.)

**STATEMENT:**

You are requested to **VOLUNTARILY** furnish this information to help ensure that the City of Covington's employment practices are free from discrimination. This information will be used in planning and monitoring equal employment opportunity programs.

Again, be advised that providing this information is **VOLUNTARY**—failure to provide same will have no effect on your capability to become employed. However, if the information is not provided, this agency will attempt to identify your race and national origin by visual perception.

Male ( ) Female ( )	Name	SS Number	Birthdate (Mo./Year)
Position			

**SPECIFIC INSTRUCTIONS:**

The categories below are designed to identify your basic racial and national origin category. If you are of mixed racial and/or national origin, identify yourself by the category with which you most clearly identify. Place a check mark next to the appropriate category. **MARK ONLY ONE CATEGORY!**

NAME OF CATEGORY	DEFINITION OF CATEGORY
A ___ American Indian or Alaskan Native	A person having origins in any of the original peoples of North America and who maintains cultural identification through community recognition or tribal affiliation.
B ___ Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
C ___ Black, not of Hispanic origin	A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures or origins (see Hispanic).
D ___ Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American or other origins. Does not include persons of Portuguese culture or origin.
E ___ White, not of Hispanic origin	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures or origins (see Hispanic). Also includes persons not included in other categories.

**CITY OF COVINGTON, KENTUCKY**  
**PERSONNEL OFFICE, 638 MADISON AVENUE, ROOM 430, COVINGTON, KENTUCKY 41011**  
**APPLICATION FOR EMPLOYMENT**

**PERSONAL INFORMATION**

[PLEASE PRINT]

Date \_\_\_\_\_

Name \_\_\_\_\_ Telephone number \_\_\_\_\_

Social Security Number \_\_\_\_\_ **[This is used for identification purposes only]**

Please list below your current address and your two other most recent addresses:

Current street city state zip Since (Mo. / Yr.)

street city state zip Since (Mo. / Yr.)

street city state zip Since (Mo. / Yr.)

Are you at least 18 years old? \_\_\_ yes \_\_\_ no

Are you authorized to work in the U.S.? \_\_\_ yes \_\_\_ no

Have you ever been convicted of a felony, entered a plea of no contest, had prosecution deferred or adjudication withheld for any crime except minor traffic violations? \_\_\_ yes \_\_\_ no

**[Answering Yes does not necessarily constitute an automatic rejection]**

If yes, please describe \_\_\_\_\_

**EMPLOYMENT DESIRED**

Position: \_\_\_\_\_ Date You Can Start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Who referred you to us? Agency \_\_\_ Employee \_\_\_ Ad \_\_\_ Internet \_\_\_ Other \_\_\_

Please specify source, i.e. Monster.com, Enquirer, Job Bank, etc. \_\_\_\_\_

Have you worked here before? \_\_\_ yes \_\_\_ no Where? \_\_\_\_\_ When? \_\_\_\_\_

Do you have any relatives employed by the City of Covington? \_\_\_ yes \_\_\_ no If yes, name, relationship and department/location. \_\_\_\_\_

Please review the attached job description. Can you perform the essential functions of the job with or without reasonable accommodation? \_\_\_ yes \_\_\_ no **[Do Not Detach This Job Description]**

Do you meet the minimum age requirements for the position you are applying if stated in the job description? \_\_\_ yes \_\_\_ no **[Do Not Detach This Job Description]**

What hours are you available to work? 1<sup>st</sup> Shift \_\_\_ 2<sup>nd</sup> Shift \_\_\_ 3<sup>rd</sup> Shift \_\_\_ Other/specify \_\_\_\_\_

What experience do you have in the position you are seeking? \_\_\_\_\_

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**WE ARE AN EQUAL OPPORTUNITY EMPLOYER. IT IS OUR POLICY TO COMPLY WITH ALL APPLICABLE STATE AND FEDERAL LAWS PROHIBITING DISCRIMINATION IN EMPLOYMENT BASED ON RACE, AGE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, DISABILITY OR OTHER PROTECTED CLASSIFICATION.**

**MILITARY EXPERIENCE**

Are you a Veteran? \_\_\_\_ yes \_\_\_\_ no

Branch of Service: \_\_\_\_\_ Dates: \_\_\_\_\_

Rank and Type of Service: \_\_\_\_\_

Branch of Service: \_\_\_\_\_ Dates: \_\_\_\_\_

Rank and Type of Service: \_\_\_\_\_

Training/Experience Received:

\_\_\_\_\_  
\_\_\_\_\_**EDUCATION**High School \_\_\_\_\_  
Name Location Areas of Study DiplomaUndergraduate  
College \_\_\_\_\_  
Name Location Major DegreeGraduate  
College \_\_\_\_\_  
Name Location Major DegreeTrade, Business or  
Other School \_\_\_\_\_  
Name Location Areas of Study Degree/Certificate/Diploma**WORK HISTORY**

May we contact your present employer? \_\_\_\_ yes \_\_\_\_ no

**PRESENT EMPLOYER**

Name &amp; Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ // Salary \_\_\_\_\_ // Position \_\_\_\_\_

Duties \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**LIST NEXT MOST RECENT EMPLOYERS**

Name &amp; Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ // Salary \_\_\_\_\_ // Position \_\_\_\_\_

Duties \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Name &amp; Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ // Salary \_\_\_\_\_ // Position \_\_\_\_\_

Duties \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

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**WORK HISTORY –continued**

Name & Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ // Salary \_\_\_\_\_ // Position \_\_\_\_\_  
Duties \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Name & Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ // Salary \_\_\_\_\_ // Position \_\_\_\_\_  
Duties \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**JOB-RELATED SKILLS**

Do you have a valid driver's license? \_\_\_ yes \_\_\_ no If **YES**, driver license number & state: \_\_\_\_\_  
// \_\_\_\_\_

Do you have a CDL License? \_\_\_ yes \_\_\_ no If yes, what Class? \_\_\_\_\_

Please list any special skills you may have that relate to the position applied for: \_\_\_\_\_

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Please list any professional licenses, designations, certifications, etc. that may relate to the position applied for, including date granted, name of organization, and any other relevant information.

**REFERENCES**

List 3 persons not related to you who have known you for at least 1 year.

1) \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Profession \_\_\_\_\_ Years Acquainted \_\_\_\_\_ Telephone No. \_\_\_\_\_

2) \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Profession \_\_\_\_\_ Years Acquainted \_\_\_\_\_ Telephone No. \_\_\_\_\_

3) \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Profession \_\_\_\_\_ Years Acquainted \_\_\_\_\_ Telephone No. \_\_\_\_\_

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**APPLICANT'S CERTIFICATION**

Please read each of the following statements and place your initials by each one to indicate that you understand and agree to the terms stated, then date and sign this application form at the bottom.

\_\_\_\_\_ I authorize the investigation of all statements contained in this application and its accompanying resume, and release from all liability any persons or employers supplying such information, and I also release the City of Covington from all liability which might result from making the investigation.

\_\_\_\_\_ I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of facts on this application and resume may result in denial of employment or immediate termination of employment, regardless of when or how discovered.

\_\_\_\_\_ I agree, that if I am offered and accept a position, to conform to all existing and future policies of the City and I understand that the City reserves the right to change wages, hours and working conditions as deemed necessary. I also understand that if hired, my employment will be "at will" and either party can end the employment relationship at any time and for any or no reason. Some positions may be covered under a collective bargaining agreement with the City of Covington and the "at will" relationship does not apply.

\_\_\_\_\_ I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.

I have read and reviewed the information provided in this application/resume and the above statements. By signing this application for employment, I certify that I understand all parts of it and have answered all questions completely and fully.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**PLEASE ATTACH YOUR RESUME. THANK YOU.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
[Print Name]

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7/01

JOB DESCRIPTION

MUST BE RETURNED

WITH APPLICATION

## SEASONAL LABORER

Seasonal laborers will assist in the maintenance and repair of public property. Duties include, but are not limited to, cutting and trimming lawns; pruning trees and shrubs; cleaning up and removing litter; planting and watering trees; painting and repairing fences, gates, walls and walks; cleaning out drainage ditches, culverts and alleys; sharpening tools and making minor repairs on equipment; cleaning swimming pool facilities; and painting street markings and crosswalks.

Seasonal employment typically begins in March and ends in December. Length of employment will depend upon department needs. Work hours are generally 8:00 a.m. to 4:00 p.m., Monday through Friday. Rate of pay is \$8.50 per hour.

Minimum qualifications include the ability to apply common sense understanding to carry out simple one or two step instructions; the ability to lift and/or move up to 25 pounds on a regular basis; and the ability to work in outside weather conditions where the noise level in the work environment is usually loud. **CURRENT VALID DRIVERS LICENSE IS MANDATORY.**